

*Employment Opportunity:*

## **Network Administrator**

South Dakota Legislative Research Council, Pierre, South Dakota

The SD Legislative Research Council, the nonpartisan research and support staff of the South Dakota Legislature, is accepting applications for a Network Administrator. The Network Administrator will analyze, design, recommend, and implement pro-active solutions or new innovations concerning the ongoing installation, security and maintenance of the South Dakota Legislature's independent IT network, devices, and services. An applicant must have a working knowledge of network operations, services, hardware and software for cloud and traditional on-premise networks and devices. Current knowledge of hardware and software security practices, implementation, and administration is required. Applicants should be eager for the opportunity to work in a professional and positive team environment, as well as, be honest, trustworthy, and discrete. The ability to explain technical issues to non-technical staff and users is essential.

### **Duties and Responsibilities:**

- Implements, administers, and provides advanced technical support for servers, user devices, printers, routers, switches, firewalls, phones, software, security updates, and patches.
- Performs network planning, design, implementation and maintenance to ensure effective network development and operation.
- Recommends and manages firewalls, filtering, and security architecture for network and associated systems. Creates and manages user and service accounts and permissions.
- Sets procedures for adequate backup and restoration processes to ensure system and file integrity.
- Performs committee room audio-visual equipment planning, integration, maintenance and room checks.
- Evaluates, tests and recommends software and hardware needs.
- Daily activities include analyzing, isolating, and resolving issues with servers, user devices, printers, wired and wireless services, software, and other duties as assigned.

### **Minimum Qualifications:** The successful candidate must possess the following:

- A Bachelor's degree from an accredited university or college in computer science, computer networking, related field, or equivalent experience;
- Minimum 3 years of experience designing, managing, and working directly with networks and related computer hardware/software;
- Experience with IIS, WSUS, Active Directory, DNS, SQL Server Management, Virtualization, Exchange, VPN, Firewalls, and Switches;
- Preference for experience with Office 365, Meraki, Azure and Vibre.

**Salary Range:** The Network Administrator salary will range from \$57,363 to \$86,045 annually, depending on qualifications and experience. The market point of the range is \$71,704.

**Application Process:** This position will remain open until February 28, 2017. This position is exempt from the Career Service Act. Any application or resume submitted for consideration will be kept confidential. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Jason Hancock, Director  
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E-Mail: [Legis.Resume@sdlegislature.gov](mailto:Legis.Resume@sdlegislature.gov) | Phone: 605-773-3251

